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Need-to-Know Policy. The first personnel security principle in
regarding SCI is to ensure that only those persons with a clearly
identified need-to-know are granted access to it. Need-to-know is a
determination by an authorized holder of classified information that
access to specific classified material in his or her possession is
required by one or more other persons to perform a specific and of-
ficially authorized function essential to accomplish a national secu-
rity task or as required by Federal Statute, Executive Order, or
directly applicable regulation.

4. Standards. Personnel security standards, reporting of data bear-
ing on SCI eligibility, investigative requirements, reinvestigations,
adjudications, and supervisory security responsibilities shall be
in accordance with DCID 1/14.

5. SCI Nondisclosure Agreements (NdAs):

All persons holding or being given SCI access shall sign an
NdA. Failure to sign an NdA is cause to deny or revoke existing
SCI access for the refusing person. The NdA establishes explicit
obligations on both the Government and the individual signer in the
interest of protecting SCI. Form 4193, "Sensitive Compartmented
Information Nondisclosure Agreement," is available for use. It
includes a prepublication review provision. Use of a prepublication
review provision in any alternative form of NdA is mandatory. Any

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25 department or agency electing to use an alternative form of NdA
26 shall use it without exception for all SCI accesses.

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28 Further information on Form 4193 may be found in the July 1981
29 "Questions and Answers for Use with the Sensitive Compartmented
30 Information Nondisclosure Agreement" prepared for use by government
31 and industry security officers.

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33 6. Recording Indoctrinations and Debriefings. Briefing officers
34 shall appropriately record certifications of all SCI indoctrinations
35 and debriefings they accomplish. Administrative guidance on NdAs,
36 indoctrination and debriefing forms, and related procedures shall
37 be specified by SIOs for areas under their cognizance.

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